

December 2015 Training Schedule



Organizational Development

Strategies for Working Parents

12/01 8:30-9:30 #0984-01

Readiness for Healthy Change

12/01 10:00-12:00 #0985-01

12/01 1:00-3:00 #0985-02

Compassion Fatigue

12/01 3:30-4:30 #0986-01

SLT Writing Performance Review

12/02 8:30-3:00 #0596-10

Giving Effective Feedback

12/03 8:30-10:00 #0851-04

Turning Stress Into Productivity

12/03 10:30-12:00 #0798-06

Increasing Accountability

12/03 1:00-2:30 #0799-04

LCW Checking References

12/08 8:30-11:30 #0987-01

Growing Professional Self

12/08 8:30-11:00 #0681-04

Adult CPR & First Aid

12/09 8:30-4:00 #0169-34

SLT Performance Tool Kit

12/09 8:30-3:00 #0597-10

Microsoft Word 2010 Level 2

12/10 8:30-4:00 #0508-04

Setting & Managing Expectations

12/15 8:30-10:00 #0961-01

Communicating What You Want

12/15 10:30-12:00 #0635-03

Thriving in Times of Change

12/15 1:00-2:30 #0864-02

Effective Performance Evals

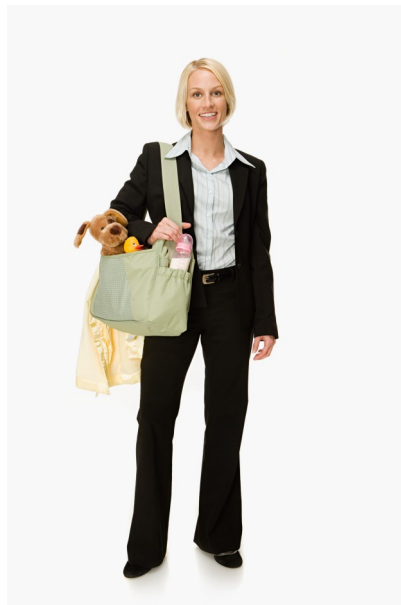
12/16 1:00-4:30 #0946-40

Microsoft Excel 2010 Level 1

12/17 8:30-4:00 #0509-13

New Employee Orientation

12/18 8:30-3:30



Health & Wellness

Maintaining wellness and work-life balance in today's fast-paced world is no simple task. Enroll today in a health and wellness class to discover specific strategies for striking a healthier work-life balance. December courses include: **Strategies for Working Parents**, **Readiness for Healthy Change**, and **Compassion Fatigue**. It is never too late to explore new ideas and reap the benefits of better health, quality of life and work performance. (See page 4)

Interested in Growing Your Professional Self?

In this high powered, fast paced session, you will explore, practice and establish good working techniques for professional success. The session will include the development of a personal message, your "elevator speech" to success, and the importance of shifting from "Can't" to "Why Not Me!" in order to broaden your opportunities for professional growth. Also, learn how to identify power language and practice power conversations. (See page 5)



I'm interested in a class...what do I do next?

To Enroll, use ACORN Self-Service Enrollment or contact your Department Training Coordinator. **ACORN > Main Menu > Self Service > Learning and Development**

For more information, contact OD at Learning@placer.ca.gov or 530-886-5270.

Classes are held at OD Training Room 1, 11486 B Avenue in Auburn unless otherwise noted.

December Classes



Communication

COMMUNICATION

GIVING EFFECTIVE FEEDBACK...AND MAKING THE MOST OF IT WHEN YOU RECEIVE IT

Thursday 12/03

8:30-10:00 #0851-04

Instructor: Joan Zeglarski Target Audience: Everyone

By the end of this workshop, participants should be able to: enrich working relationships by giving meaningful positive feedback, improve productivity and communication by giving corrective feedback effectively and get the most out of positive and corrective feedback when it is given to them. The concepts covered in this session are useful whether or not participants supervise others, they can be used to effectively manage up, down and across the organization.

SETTING AND MANAGING EXPECTATIONS

Tuesday 12/15

8:30-10:00 #0961-01

Instructor: Joan Zeglarski Target Audience: Everyone

At the end of this course, you will be better able to: set and manage expectations to enhance productivity in yourself and others by creating and articulating clear goals, creating a climate of accountability and giving actionable feedback.

COMMUNICATING FOR WHAT YOU WANT

Tuesday 12/15

10:30-12:00 #0635-03

Instructor: Joan Zeglarski Target Audience: Everyone

Learn how to minimize ineffective communication behaviors (aggressive, passive, and pass-aggressive) and maximize assertive communication skills and techniques.



Cooperation

COOPERATION

TURNING STRESS INTO PRODUCTIVITY

Thursday 12/03

10:30-12:00 #0798-06

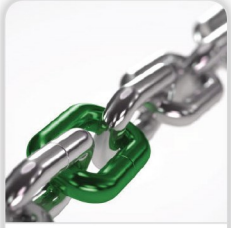
Instructor: Joan Zeglarski Target Audience: Everyone

Upon completion of this session, participants will be better able to deal with the stressors they face by:

- Understanding how the stress cycle works
- Identifying and mitigate the physical, mental and behavioral effects of continual stress
- Learning a variety of practical techniques to help limit the effects of negative stress



December Classes



Dependability

DEPENDABILITY

INCREASING ACCOUNTABILITY

Thursday 12/03

1:00-2:30

#0799-04

Instructor: Joan Zeglarski Target Audience: Everyone

Upon completion of this session, participants will be better able to create and increase accountability in themselves and others by:

- Understanding what gets in the way of individual and organizational accountability
- Developing and setting clear expectations
- Developing and implementing a follow-through and follow-up system to ensure continued accountability



Health & Wellness

HEALTH & WELLNESS

STRATEGIES FOR WORKING PARENTS

Tuesday 12/01

8:30-9:30

#0984-01

Instructor: Victoria Brown, MHN Consultant Target Audience: Everyone

When faced with the challenges of parenthood, many working parents feel guilty. The pressures and demands placed upon them are extraordinary, and many parents feel conflicted by the dual roles they must play. This workshop helps working parents explore strategies for achieving balance between their demanding work and family schedules.

READINESS FOR HEALTHY CHANGE

Tuesday 12/01

10:00-12:00

#0985-01

Tuesday 12/01

1:00-3:00

#0985-02

Instructor: Victoria Brown, MHN Consultant Target Audience: Everyone

This program is for anyone who has ever tried to make a healthy change and had trouble sticking to his or her plan. In this workshop, participants will discuss how to successfully prepare for, make and maintain a healthy change. After the workshop, participants should be able to: identify the benefits and rewards of healthy change; identify challenges and how to overcome them; develop a plan of action; identify sources of support.

COMPASSION FATIGUE

Tuesday 12/01

3:30-4:30

#0986-01

Instructor: Victoria Brown, MHN Consultant Target Audience: Everyone

Compassion fatigue is the emotional residue of exposure to working with individuals who have experienced emotional, mental or psychological suffering, particularly due to traumatic events. You can help yourself, a co-worker or a family member by recognizing the signs of compassion fatigue and taking action. This workshop discusses the causes and symptoms of compassion fatigue and offers guidelines on prevention and treatment.



December Classes



JOB KNOWLEDGE **GROWING YOUR PROFESSIONAL SELF**

Tuesday 12/08 8:30-11:00 #0681-04

Instructor: Carol Scofield Target Audience: Everyone

In this high powered, fast paced two hour session, you will explore, practice and establish good working techniques for professional success. The class will include the following:

- Development of a personal message
- Your "elevator speech" to success
- Learn the art of turning problems into possibilities
- Shift from "Can't" to "Why Not Me!" to broaden your opportunities for professional growth
- Identify power language and practice power conversations

THRIVING IN TIMES OF CHANGE

Tuesday 12/15 1:00-2:30 #0864-02

Instructor: Joan Zeglarski Target Audience: Everyone

Participants will be better able to go beyond just surviving change to thriving in a changing environment by better understanding the impact of intentional versus imposed change, the effects of each of the four phases of transition and the characteristics and strategies of people who successfully ride the waves of change.

NEW EMPLOYEE ORIENTATION

Friday 12/18 8:30-3:30

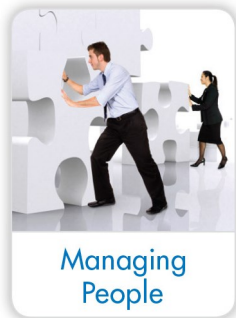
Instructor: CEO David Boesch, Human Resources, PPEO

Target Audience: New Employees are enrolled by OD

Welcome to Placer County! As a new employee, you will be automatically enrolled in this course based on your hire date. This course will cover topics to help you effectively transition into your new role. The session includes an overview of the County organizational structure, the County goals, as well as information about the different departments, the services they provide, and all your resources to support the important work you do every day. You will participate in an individual goal setting exercise to help you see how your role connects to your department and the County's goals. Interactive learning games will keep you energized and engaged.



December Classes



MANAGING PEOPLE

SUPERVISION AND LEADERSHIP TRAINING SERIES (SLT)

Instructor: Sally Klauss Target Audience: Supervisors and Managers

This training is specifically designed to help drive the County's initiative for Employee Engagement, Training, and Performance Management. This series will require approval by the attendee's department with the submittal of a series application. Applications located at: [MyPlacer > Learning Zone > Organizational Development Learning Resources > Supervisors Toolbox](#)

Writing and Delivering Performance Reviews

Wednesday 12/02 8:30-3:00 #0596-10 SESSION FULL

Performance Tool Kit

Wednesday 12/09 8:30-3:00 #0597-10 SESSION FULL

EFFECTIVE PERFORMANCE EVALUATIONS

Instructor: Human Resources Target Audience: Managers and Supervisors

The County is pleased to announce the roll out of its new platform for performance evaluations, ePerformance. This is an automated system for communicating expectations and doing performance evaluations, which will simplify and standardize the process for everyone involved. This is the first step in a journey to improve our entire way of doing evaluations as part of our continued focus on employee engagement. In the future, we will transition from a scorecard system to one that is more about having regular discussions around individual employee-specific goals and objectives and how those roll up to your department's goals and eventually to overall county priorities.

This training is **mandatory** for supervisors and managers who write performance reviews. Enroll through ACORN Self-Service or work with your department training coordinator if your workgroup wants to attend training together. Learning outcomes:

- 1) Understand your role and the employees role for the performance evaluation.
- 2) Create a system to enhance performance and engage employees.
- 3) Demonstrate ability to objectively describe, clarify, and evaluate performance.
- 4) Demonstrate ability to write performance goals.
- 5) Engage employees through effective delivery of performance evaluation.

Wednesday 12/16 8:30-12:00 #0946-39 SESSION FULL

Wednesday 12/16 1:00-4:30 #0946-40



December Classes

MANAGING PEOPLE - CONTINUED

CHECKING REFERENCES:

THE MOST IMPORTANT PART OF THE HIRING PROCESS

Tuesday 12/08 8:30-11:30 #0987-01

Instructor: Liebert Cassidy Whitmore (LCW) Webinar

Location: Human Resources Training Room 145 Fulweiler Ave., Auburn

Target Audience: Managers, Supervisors, Human Resources staff

LCW does NOT cover Placer County specific codes and procedures.

This workshop relates to the problematic issues relating to reference/background checks in the workplace. It is designed to train supervisors, managers, human resources personnel as well as agency counsel in the legal parameters of seeking and providing references and background information for prospective and former employees.

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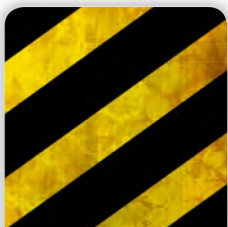
Available online 12/08 -12/11 at your workstation through TargetSolutions, Self-Assign.

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Safety

SAFETY

ADULT CPR & FIRST AID

Wednesday 12/09 8:30-4:00 #0169-34

Instructor: Midge Golizio Target Audience: Everyone

Location: Professional Educational Program 1990 Heritage Oaks Place, Suite 6, Auburn

This is a comprehensive training program in emergency first aid care for non-health care related staff. When an emergency occurs, you may panic and be unsure of what to do until professional help arrives. Topics include: Adult CPR, Choke Rescue, Control Bleeding, Shock Care, Medical Emergencies (heart problems, stroke, asthma, allergic reaction, poisoning, diabetes, seizures), Injury Assessment and Care. In addition, training includes the use of an Automated External defibrillator (AED). Course meets Federal and State OSHA regulatory requirements for training employees in Adult CPR/AED and First Aid. Upon successful completion of the course a Certificate of Completion will be awarded for two years.



December Classes



USE OF TECHNOLOGY

All Use of Technology courses are held at IT Training Center, 2970 Richardson Dr., Auburn

WORD 2010—LEVEL 2

Thursday 12/10

8:30-4:00 #0508-04

Instructor: ISInc. Staff

Target Audience: Experienced Word Users

This course is designed for persons who are able to create and modify standard business documents in Microsoft Word, but need to know how to create or modify complex business documents. After completing this course students will know how to:

- Manage lists
- Customize tables and charts
- Format a document using styles and themes
- Create customized graphic elements
- Insert content using Quick Parts
- Use templates to automate document creation
- Use the mail merge function
- Use macros to automate common tasks

EXCEL 2010—LEVEL 1

Thursday 12/17

8:30-4:00 #0509-13

Instructor: ISInc. Staff

Target Audience: Beginning Excel Users

This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 Worksheets. Upon successful completion of this course, students will be able to:

- Create a basic worksheet
- Perform calculations in an Excel worksheet
- Modify an excel worksheet
- Format a worksheet
- Manage an Excel workbook

